

## MILPERSMAN 1050-270

### ADMINISTRATIVE ABSENCES

<b>Responsible Office</b>	OPNAV (N130)	Phone:	DSN COM FAX	664-5477 (703) 604-5477 604-3916
---------------------------	-----------------	--------	-------------------	--

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone:	Toll Free	1-866-U ASK NPC
---------------------------------------	--------	--------------	-----------------

---

<b>References</b>	(a) DoDI 1327.06 of 13 Aug 2013 (b) SECNAV memo of 2 Nov 2007
-------------------	--

1. **Definition.** Administrative absence is a period of authorized absence not chargeable as leave to attend or participate in activities of an official nature that benefit the Department of the Navy (DON) or Department of Defense (DoD).

2. **Policy**

a. Care must be taken to ensure that any planned absence clearly falls within the criteria provided; if it does not, the absence must be handled under normal leave or liberty procedures. The criteria are to be narrowly construed.

b. Administrative absence in excess of 30 days must be authorized by Commander, Navy Personnel Command (COMNAVPERSCOM) (PERS-4).

c. Administrative absences may include "permissive travel" to attend or participate in activities of an official nature that benefit the mission of the Department of the Navy or DoD.

3. **General Purposes for Which Authorized.** Administrative absence may be authorized for the following general purposes:

a. **Attendance at Meetings.** Attendance at meetings sponsored by non-federal

- (1) technical;
- (2) scientific;
- (3) professional medical;
- (4) professional legal; or

(5) professional ecclesiastical societies and organizations

when the meetings bear direct relationship to the member's professional background or primary military duties, and clearly enhance the member's value to the Service.

b. **Attendance at DoD Credit Union Meetings.** Attendance of a member of the board of directors of a DoD credit union at meetings of

- (1) associations;
- (2) leagues; or

(3) councils formed by DoD credit unions, the purpose of which is directly related to the DoD Credit Union Program.

c. **Attendance as a Witness.** Attendance in response to a subpoena, summons, or request in lieu of process as a witness at a state criminal investigative proceeding, or criminal prosecution involving substantial public interest such as major crimes in which the member would be an essential witness.

d. **Participation in Other Navy Programs.** Participation in other official programs of the Navy, to include programs by organizations with which the Navy has an agreement to enhance the professional development of Service members where temporary duty (TDY) is not appropriate. Program must enhance the member's

- (1) value to the Navy; or
- (2) understanding of the Navy; and
- (3) their relationship to it.

e. **Participation in an Official Military Retirement Ceremony as the Presiding Official.** Members requesting administrative absence to participate in an official military retirement ceremony as the presiding official are limited to 3 days of permissive absence. If two presiding officials will be present, only one may receive permissive absence to attend.

f. **Participation in and Support of Sports.** Participation in competitive sports events and or as essential support of participants in competitive sports events, to include Navy or DoD-sponsored sporting events, and amateur sports activities with regional and or national recruiting and public benefit to the Navy or DoD.

(1) Members accepted to compete on an **all Navy sports team**, the Navy Marksmanship Team, or any other Navy or DoD administered or sponsored sports team will be authorized administrative absence upon acceptance.

(2) A member requesting administrative absence to participate in amateur sports activities, other than those listed in paragraph 3f(1), with potential recruiting or public affairs benefit to the Navy or DoD, must request permission from the Chief of Naval Operations via member's commanding officer, COMNAVPERSCOM (PERS-4), Chief of Naval Personnel (CNP), and Vice Chief of Naval Operations (VCNO).

(3) Contents of Letter of Request. The proper format for the letter of request for administrative absence to participate in sports activities with potential recruiting or public affairs benefit to the Navy is in exhibit 1.

(4) CO's Endorsement

(a) COs must forward requests for administrative absences to participate in activities with potential recruiting or public affairs benefit to the Navy while on active duty by endorsement within 30 days and must certify information provided in the member's letter is correct.

(b) The CO's endorsement shall contain comments on the individual's professional performance to date, the strength of the individual's public affairs or recruiting proposal, and the likelihood that the individual's accomplishments will be sufficiently noteworthy to generate the desired positive benefit for the DON. The CO should also provide a recommended disposition of the request.

g. **Other Administrative Absences or TDY.** Refer to the following MILPERSMAN articles for the topics listed:

- Post-deployment mobilization respite absence for active duty personnel - MILPERSMAN 1050-271
- Post-mobilization respite absence for mobilized Reserve Component personnel - MILPERSMAN 1050-272
- Temporary duty travel entitlement policy - MILPERSMAN 1320-200
- Permissive TDY authorization for residence hunting - MILPERSMAN 1320-210
- Permissive TDY authorization for job and house hunting - MILPERSMAN 1320-220
- TDY travel orders - MILPERSMAN 1320-314

4. **Issuance of TDY Orders.** Policy pertaining to the issuance of TDY authorization orders for administrative absences is contained in MILPERSMAN 1320-314.

**Exhibit 1**  
**Letter of Request for Administrative Absence**

Date

From: [rank/rate, name, USN/USNR, designator]  
To: Chief of Naval Operations  
Via: (1) Commanding Officer, [present duty station]  
(2) Commander, Navy Personnel Command (PERS 4)  
(3) Chief of Naval Personnel  
(4) Vice Chief of Naval Operations

Subj: REQUEST FOR ADMINISTRATIVE ABSENCE TO PARTICIPATE IN  
[amateur sport activity with potential recruiting or public  
affairs benefit to the Navy] WHILE SERVING ON ACTIVE DUTY IN  
THE UNITED STATES NAVY

Ref: (a) MILPERSMAN 1050-270

Encl: (1) Reason for submission of request. [Specific proposal(s)  
describing how the requesting member's talents will be used  
to benefit the Navy's national public relations and  
recruiting efforts]  
(2) Copy of applicable contract [or similar binding commitment  
that guarantees the requesting member an opportunity to  
pursue an activity providing potential positive public  
affairs or recruiting benefit]

1. I hereby submit my request for administrative absence to participate in [fill in amateur sport activity]. I believe my participation in this sporting activity has potential recruiting or public affairs benefit to the Navy while on active duty as described in enclosures (1) and (2). My active duty service obligation will expire in [month/year].

2. I fully understand that approval of my request is contingent upon the credibility of my proposal to utilize my talents to benefit the Navy's national recruiting or public affairs efforts. I also realize that in evaluating such a request, the chain of command and ultimately Chief of Naval Operations will consider the current needs of the Navy, the quality of my professional performance to date, the strength of my public affairs or recruiting proposal, and the likelihood that my accomplishments will be sufficiently noteworthy to generate the desired benefit for the Department of the Navy. Furthermore, I acknowledge that the decision to approve or disapprove my request will be made on a case-by-case basis and that the United States Navy is under no legal or implied obligation to honor my request.

[Signature]